

Statutory weekly leavers and joiners

In July 2016, the government published their response to the consultation on improving information in identifying children missing education. As a result, the regulations for reporting joiners and leavers changed from 1 September 2016.

We have a [SIMS.net report](#)(zip) to collect this information from your MIS, although some information will need to be added manually.

Schools that do not use SIMS

Schools that do not use SIMS should complete the excel spreadsheet. Completed reports/spreadsheets should be returned by secure email to cme@ealing.gov.uk. The title of the email must include the following - Weekly Return, the name of your school and the date the email is sent.

Schools that use SIMS

[How to import and run the weekly leavers and joiners\(pdf\)](#) reminds SIMS schools how to import the report, but also gives further information about how to complete it that will be useful to all schools. This template also provides a further example on how to complete the spreadsheet for various types of leavers - [Template weekly leavers and joiners return](#)

If you have not sent in a return previously, or have not done so for some time, you should run an initial report for us to collect information regarding your joiners and leavers from 1 September this academic year.

Subsequent reports should be run on a Monday if your school has had leavers or joiners the previous week. Each report should be submitted by the end of the school day on the Monday it is run.

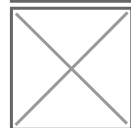
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DfE links

- [Consultation outcome: identifying children who are missing education](#) (GOV.UK) Response to the consultation on improving information in identifying children missing education:
- This resulted in amendments to the [Education \(Pupil Registration\) \(England\) Regulations 2006](#) (legislation.gov.uk).
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 and \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#) (legislation.gov.uk).



[CME Weekly leavers and joiners example template.xlsx](#) (xlsx)



[CME Weekly leavers and joiners blank return.xlsx](#) (xlsx)

Contact:

- **Children missing education**, School attendance service: cme@ealing.gov.uk 020 8825 5517

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- [Yes](#)
- [Neutral](#)
- [No](#)

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